

REQUEST FOR QUOTATIONS (RFQ) (THIS IS NOT AN ORDER)				PAGE OF 1		PAGES 7	
1. RFQ NO. DCTO-2007-Q-0114		2. DATE ISSUED August 10, 2007		3. REQUISITION NO. RQ357753		4. TYPE OF MARKET <input type="checkbox"/> Open <input checked="" type="checkbox"/> Set Aside <input type="checkbox"/> Open with Subcontracting Set Aside	
5A. ISSUED BY: Government of the District of Columbia (District) Office of Contracting and Procurement Information Technology Group 441 4 th Street N.W., Suite 971 North Washington, D.C. 20001				6. DELIVERY Upon Request by MPD			
				7. DELIVERY METHOD <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Lindel Reid, Contract Specialist, Phone (202) 741-0834 Lindel.reid@dc.gov				9. DESTINATION FOR DELIVERY OF GOODS OR SERVICES ORDERED Metropolitan Police Department 300 Indiana Avenue, N.W., Room 5117 Washington, DC 20001 Attn: Darryl Haraway			
8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER ALL CERTIFIED LSDBE OFFERORS							
8B. TAX ID NO. OF QUOTER:							
10. PLEASE FURNISH QUOTATIONS ON OR BEFORE: August 20, 2007, 2:00 PM		11A. PLEASE STATE YOUR LSDBE CERTIFICATION NUMBER BELOW (Attach Copy) 11B. IF YOU HAVE A DISTRICT OF COLUMBIA SUPPLY SCHEDULE (DCSS) CONTRACT FOR THESE ITEMS, PLEASE ENTER THE CONTRACT NUMBER BELOW:					
12. INSTRUCTIONS TO QUOTERS AND TERMS AND CONDITIONS							
Instructions to Quoters: Please complete Blocks 8B, 11A, 11(B) if applicable, 13(E), 13(F), 14, 15, 16, 17, 18, as well as submission of technical and price proposals as outlined in this solicitation, submit one (1) original and two (2) copies of <u>signed</u> quotations to Office of Contracting and Procurement, 441 4 th Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. This is the <u>only</u> authorized method of submitting a quotation for this RFQ. All quotations must be received no later than the date and time stated in block 10 of this RFQ.							
Terms and Conditions: SEE ATTACHED.							
13. SCHEDULE (Include applicable Federal, State and local taxes and all delivery charges)							
ITEM NO. (A)	SUPPLIES/SERVICES (B)		QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	
	See attached Statement of Work						
0001	All labor and material to install, repair, and replace Voice/Data drops as various MPD facilities.		225	Per Drop	\$	\$	
TOTAL AMOUNT						\$	
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)			15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION (ELECTRONIC SIGNATURES NOT ACCEPTABLE)			16. DATE OF QUOTATION	
			17. NAME AND TITLE OF SIGNER (Type or print)			18. TELEPHONE NO. (Include area code)	

1. GENERAL TERMS AND CONDITIONS

This is a Request for Quotations (RFQ) issued under the small purchase procedures outlined in Title 27, District of Columbia Municipal Regulations, Chapter 18, Section 1802.3. The terms Quote/Quoter and Offer/Offeror are used interchangeably in this RFQ, as are the terms RFQ and solicitation, and the terms submission, quote and proposal, and the terms contract and Purchase Order (PO). Quotations submitted are Offers that the District can accept by issuing a PO. This RFQ is issued in the Set Aside Market for certified LSDBE Offerors. The District will apply preferences in evaluating submissions from District-certified LSDBEs. If you are unable to submit a quote, please so indicate on this form and return it.

2. PERIOD OF PERFORMANCE AND CONTRACT TYPE

The contract awarded from this solicitation will be a time and materials contract. The period of performance will be from date of award through September 30, 2007.

3. CONTRACTING OFFICER (CO)

Contracts will be entered into and signed on behalf of the District, or Purchase Orders issued on behalf of the District, only by contracting officers. The name, address and telephone number of the Contracting Officer is:

Steven H. Wishod, CPPB
Contracting Officer
Government of the District of Columbia
Office of Contracting and Procurement
Information Technology Group
441 Fourth St., NW, Suite 971 North
Washington, DC 20001
Phone: (202) 727-0252 (main)
Phone: (202) 727-8983 (direct)
Fax: (202) 727-1679
E-mail: steven.wishod@dc.gov
Website: ocp.dc.gov

4. AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract. The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer, or a valid changed PO is issued by the Contracting Officer. In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

5. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract shall be:

Darryl Haraway
Computer Specialist
Metropolitan Police Department
300 Indiana Avenue, N.W., Room 1104
Washington, D.C. 20001
Phone: (202) 727-4716
E-mail: darryl.haraway@dc.gov

The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract. The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

6. ADVISORY AND ASSISTANCE SERVICES

The contract is a "nonpersonal services contract". It is therefore, understood and agreed that the Contractor and/or the Contractor's employees: (1) shall perform the services specified herein as independent Contractors, not as employees of the government; (2) shall be responsible for their own management and administration of the work required to bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the service specified; but (4) shall, pursuant to the government's right and obligation to inspect, accept or reject work, comply with such general direction of the CO, or the duly authorized representative of the CO as is necessary to ensure accomplishment of the contract objectives.

7. DELIVERY OF WORK PRODUCT/INSTRUCTION FROM COTR

7.1 The Contractor shall follow the procedures and rules of the Government of the District of Columbia, and additional instructions that the District COTR may direct. During performance under this contract and/or at completion of work, the Contractor shall provide orderly hand-over of work products and deliverables to the District COTR, including all documentation, electronic or otherwise, created during performance of the contract. All work product produced under the contract is at all times the property of the District.

7.2 In addition, the Contractor shall:

- 7.2.1 Ensure that all work is performed on District premises, unless otherwise approved in writing by the COTR;
- 7.2.2 Contractor shall also provide space, equipment, storage, personnel, and systems in the Contractor's offices as necessary to support the work hereunder. Unless otherwise specified, Contractor staff shall work onsite at the designated District site during normal business hours.
- 7.2.3 Throughout the performance of the above items, coordinate with District employees and other consultants/Contractors employed by the District.
- 7.2.4 Provide sufficient support after submission of deliverables and work products, as necessary to clarify the contents of deliverables to the District.
- 7.2.5 Continuously monitor the status of Contractor's work hereunder and update status, providing District management timely information regarding possible problems and proposed action required to mitigate such problems.
- 7.2.6 Prepare and present weekly reports, throughout the performance of the Contractor's work, setting out current and upcoming activities, decisions required and issues of concern.
- 7.2.7 Provide reporting and communications in copies and form requested by the designated District representative.

8. HIRING OF EMPLOYEES

By accepting this order or contract, the Contractor agrees that the District, at its discretion, after completion of order or contract period, may hire the individual performing services as a result of this order or contract, without restriction, penalties or fees.

9. INVOICE PAYMENT

The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract. The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor. The Contractor shall submit proper invoices no later on a monthly basis or as otherwise specified in the order or by the COTR. Invoices shall be prepared in duplicate and submitted to the agency Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical Representative (COTR) specified in this solicitation. The address of the CFO is:

Name: Metropolitan Police Department
Accounts Payable Division
Address: 300 Indiana Avenue, N.W.
Room 4106
Washington, D.C. 20001
Telephone: (202) 727-5298

To constitute a proper invoice, the Contractor shall submit the following information:

- (a) Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
- (b) Contract number and Encumbrance Code (PO Number). Assignment of an invoice number by the Contractor is also recommended;
- (c) Description, price, quantity, dates and the percent (%) of work actually performed;
- (d) The original and two (2) copies of invoices for cost reimbursable expenses, if authorized by the contract;
- (e) Other supporting documentation or information, as required by the Contracting Officer;
- (f) Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- (g) Name, title, phone number of person preparing the invoice;
- (h) Name, title, phone number and mailing address of person; and authorized signature.
- (i) Monthly bills must be broken down by rate, person, hours, and task as an attachment to each bill, with approved District timesheets.

10. METHOD OF AWARD

- 10.1** The District reserves the right to accept/reject any/all quotations resulting from this solicitation. The Contracting Officer may reject all quotations or waive any minor informality or irregularity in quotations received whenever it is determined that such action is in the best interest of the District.
- 10.2** The District intends, but is not obligated, to award a single contract resulting from this solicitation to the responsive and responsible Quoter who has the lowest evaluated quotation.

11.0 PREFERENCES FOR LOCAL BUSINESSES, DISADVANTAGED BUSINESSES, RESIDENT-OWNED BUSINESSES, SMALL BUSINESSES, LONGTIME RESIDENT BUSINESSES, OR LOCAL BUSINESSES WITH PRINCIPAL OFFICES LOCATED IN AN ENTERPRISE ZONE

Under the provisions of the "Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005" (the Act), Title II, Subtitle N, of the "Fiscal Year 2006 Budget Support Act of 2005", D.C. Law 16-33, effective October 20, 2005, as amended, the District shall apply preferences in evaluating bids or proposals from businesses that are small, local,

disadvantaged, resident-owned, longtime resident, or local with a principal office located in an enterprise zone of the District of Columbia.

11.1 GENERAL PREFERENCES

For evaluation purposes, the allowable preferences under the Act for this procurement are as follows:

- 11.1.1** For evaluation purposes only, a certified small business enterprise (SBE) that is also certified by the LBOC as a local business enterprise (LBE) will receive a four percent (4%) reduction in the quotation price for a quotation submitted in response to a Request for Quotations (RFQ).
- 11.1.2** A certified small business that is also certified by the LBOC as a disadvantaged business enterprise (DBE) will receive a three percent (3%) reduction in the quotation price for a quotation submitted in response to an RFQ.
- 11.1.3** A certified small business that is also certified by the LBOC as a resident business ownership (RBO), as defined in Section 2(a)(8A) of the Amendment, will receive a three percent (3%) reduction in the quotation price for a quotation submitted in response to an RFQ.
- 11.1.4** A certified small business that is also certified by the LBOC as an enterprise zone, as defined in Section 2(5) of the Act and in 27 DCMR 899, 39 DCR 9087-9088 (December 4, 1992), will receive a two percent (2%) reduction in the quotation price for a quotation submitted in response to an RFQ.
- 11.1.5** The maximum total preference under the SBE Set-Aside Program is twelve percent (12%) reduction in quotation price for quotations submitted in response to an RFQ submitted in response to an RFQ. The District shall award the preference points based only on whether the SBE prime contractor is also a LBE, DBE, RBO or business located in an enterprise zone. There shall be no points awarded for subcontracting by the SBE prime contractor to a LBE, DBE, RBO or business located in an enterprise zone.
- 11.1.6** If the prime contractor is a certified SBE joint venture that is also certified as a LBE, DBE or RBO joint venture, or if the prime contractor is a certified SBE joint venture that includes a business located in an enterprise zone and such business owns and controls at least fifty-one (51%) of the joint venture, the prime contractor will receive the preference as if it were a LBE, DBE, RBO or business located in an enterprise zone. There shall be no points awarded for any other joint venture participation by LBEs, DBEs, RBOs or businesses located in an enterprise zone.

11.4 VENDOR SUBMISSION FOR PREFERENCES

11.4.1 Any vendor seeking to receive preferences on this solicitation must submit at the time of, and as part of its quotation, the following documentation, as applicable to the preference being sought:

11.4.1.1 Evidence of the vendor's or joint venture's certification by the SLBOC as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of all relevant letters of certification from the SLBOC; or

11.4.1.2 Evidence of the vendor's or joint venture's provisional certification by the DSLBD as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of the provisional certification from the DSLBD.

11.4.2 Any vendor seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: LSDBE Certification Program
441 Fourth Street, N.W., Suite 970N
Washington, DC 20001

11.4.3 All vendors are encouraged to contact the DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

12. INSTRUCTIONS

12.1 Please submit one (1) original and two (2) copies of signed quotations in sealed envelope to the Office of Contracting and Procurement, 441 4th Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. **THIS IS THE ONLY AUTHORIZED METHOD OF SUBMITTING A QUOTE FOR THIS RFQ.** All quotes must be received no later than the date and time stated in block 10 of the RFQ form.

12.2 Issuance of this RFQ does not commit the District to pay any costs incurred in the preparation of the submission of this quotation.

12.3 The Standard Contract Provisions for Use with District of Columbia Government Supplies and Services Contracts, March 2007, are hereby incorporated by reference and made a part of this RFQ and the resultant PO. For a copy, go to OCP's website, <http://ocp.dc.gov>, and click on Solicitation Attachments.

13. ATTACHMENTS

Statement of Work (Attachment A)

END

ATTACHMENT A
DISTRICT OF COLUMBIA METROPOLITAN POLICE DEPARTMENT
STATEMENT OF WORK
FOR
VOICE AND DATA CABLING SERVICES

1.0 SCOPE OF WORK

The District of Columbia Metropolitan Police Department (MPD) has a requirement for network and telephony cable maintenance services on an as needed basis, to assist the Information Technology Division in rapid response to cable repair and ad hoc installation requirements. These resources shall be provided in such a way as to permit full time coverage (during normal business hours) for one-person tasks, while allowing additional staff on a short-term basis to complete more complicated projects. Both services and materials will be provided under a time and materials contract.

1.1 DEFINITIONS

The term listed below is defined as follows when used in the contract:

Drop Rate – Cost of a cable line that is pulled by technicians from a patch panel and or switch to an area that is designated by MPD. Once pulled, the cable is clearly labeled and tested for connectivity by technicians. Drop rate is inclusive of all required labor and material to complete task.

2.0 REQUIREMENTS

The contractor shall provide the resources necessary to Design, Implement and Document the following systems:

2.1 TASKS

1. VOICE AND DATA CABLE REPAIR

The Contractor shall provide voice and data cable repair and replacement for all MPD offices as needed. This shall involve all work between the communications hardware (such as PBX box, switch, router, or other gear), and the network card or handset.

2. VOICE AND DATA CABLE INSTALLATION

The Contractor shall provide voice and data cable installation where required and appropriate.

3. FULL-DAY SUPPORT

The contractor shall provide a dedicated individual(s) under the contract as a Communications Technician. This Technician(s) shall work full-day increments as needed on-site at MPD during normal business hours. When necessary, the contractor shall provide a Senior Communications Technician to complete more difficult and/or complicated tasks. The Senior Communications Technician shall provide project management for assignments that require several Communications Technicians, and shall have specific knowledge in complicated wiring technologies such as Fiber Optics.

4. MATERIALS

Any additional materials required by the contractor to complete the services described above shall be pre-approved by MPD and provided at cost.

3.0 ACCEPTANCE CRITERIA

The District will continually assess the performance of the staff supporting this purchase order. At any time during performance, if the District believes that the quality of service is unsatisfactory, the Contracting Officer's Technical Representative (COTR) will provide official notification to the contractor identifying specific areas of concern. If the District believes that there is no improvement after one work week of such notification, the COTR may request removal of the specific personnel and qualified (including security requirements) replacement personnel shall be provided without a break in service.

4.0 REPORTING REQUIREMENTS

Deliverables and Progress reports shall be submitted to all MPD IT personnel identified by MPD. Progress reports shall be completed weekly and include individual task accomplishments, overall project status, issue identification and resolution. The designated contractor POC, shall be the sole interface with the District.

5.0 TRAVEL

No Travel outside the Washington DC Metropolitan area is expected for the duration of this contract. However contractor personnel may be required to travel within the District of Columbia in performance of their duties. These travel costs are to be included as Other Direct Costs.

6.0 DISTRICT FURNISHED ITEMS

Reserved.

7.0 PLACE OF PERFORMANCE

Tasks will be performed at the MPD Headquarters and at MPD Offices within the city boundaries of Washington, D.C.

8.0 TYPE OF ORDER

This contract shall be a time and materials contract with payment based on a fixed drop rate. All work will be billed to MPD.